

STATE OF LOUISIANA

DEPARTMENT OF INSTITUTIONS

Policy
No. A.6.5

26 April 1968

Director

USE OF INMATES/~~STUDENTS~~ AS DOMESTIC HELP

1. PURPOSE. This regulation is published to establish the Director's policy concerning the utilization of inmates and students to perform housekeeping chores inside the quarters of the employees of this Department and upkeep of grounds surrounding these quarters.
2. TO WHOM THIS REGULATION APPLIES. Applicable to all Wardens/Superintendents of institutions within the Department of Institutions.
3. GENERAL. It is the policy of the Department of Institutions that inmates/students will not be used as domestic help by employees of the various institutions unless such use is necessary and desirable as a result of extraordinary official demands placed upon the employee by virtue of his position. It is determined that only officials occupying the following positions fall within this category:
 - a. Wardens, Assistant Wardens, Associate Wardens.
 - b. Superintendents as heads of institutions.

In utilizing inmates/students as domestic help under this policy, the following rules apply:

- a. May be employed only in State-owned quarters assigned to and utilized by the authorized official.

- b. Must be scheduled for hours of duty that are consistent with those of other inmates/students.
 - c. Must be housed in general inmate/student quarters and may not be quartered in the employee's residence. Special facilities apart from other inmates/students may be utilized for male inmates only if exceptional circumstances exist such as distance involved or need for the security/surveillance of residences and property.
 - d. Appropriate security requirements must be observed.
 - e. Extraordinary demands will not be levied upon the inmate/student, nor will they be granted special privileges or compensation.
 - f. Must not deny the inmate/student the opportunity of participating in vocational, educational or other rehabilitative activities.
 - g. The employee for whom the inmate/student performs domestic duties is responsible for the conduct and actions of the inmate/student.
4. Inmates/students may be utilized to assist occupants of State-owned residences in the upkeep of yards and grounds; however, the responsibility for the upkeep of such areas remains that of the occupant. Individual assignment of an inmate/student to a particular employee for this purpose is prohibited.
5. Under no circumstances will a person paid from State funds be utilized in domestic or household duties in the residence of another employee of this Department.

FOR THE DIRECTOR

Robert T. Hall
 Robert T. Hall
 Executive Assistant

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